

## **E-Mail Notification Feature**

Filers that have logins and passwords can make changes at any time to their notification feature. The e-mail backups can be changed, main e-mail address receiving the e-mails can be updated, and notifications on other cases can also be set up in the e-mail information section of ECF. To access these features click on the Utilities menu choice located in the top of the ECF window. Select maintain account from the list of links. Scroll to the bottom of the window and click on the E-mail Information button. Make the necessary changes and click on the Submit button. Click the Submit button again on the next screen, then wait for the confirmation page to load - once you see "user edit complete," your changes have been saved. You may also want to refer to the ECF Account Maintenance for additional references to this topic.

If you are not receiving e-mails for some reason, check out this feature to ensure your e-mail address is still entered correctly without any additional spaces or characters and the "to my primary e-mail address" checkbox is still selected.